External Group Booking

Available of sports facilities to be hired:

<table>
<thead>
<tr>
<th>Address: 111-113 Pokfulam Road, Pokfulam</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FHSC – Flora Ho Sports Centre</td>
<td>0730-2230</td>
</tr>
<tr>
<td>LRSC – Lindsay Ride Sports Centre</td>
<td>0800-2200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address: 10 Sha Wan Drive, Sandy Bay</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHSC – Stanley Ho Sports Centre</td>
<td>0630-2230 (Pitch:0700-2230)</td>
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</tbody>
</table>

Venue availability: [https://bs.cse.hku.hk/ihpbooking/servlet/IHP_Booking/showActivityList1](https://bs.cse.hku.hk/ihpbooking/servlet/IHP_Booking/showActivityList1)

Bookings can normally be made within 3 weeks of the event date. Hirers who wish to make bookings beyond 3 weeks of the event date is subject to Facility Management team’s approval and may subject to at least 10% surcharge to the hiring fee.
Additional surcharges will apply to booking with special request in venue setup, catering service, scale of event, use of special equipment, etc. Any waivers would be in the Facility Management team’s discretion.

Rules and Regulations

1. Application and Payment
   a. Duly completed application forms shall be submitted to the Booking Officer via email at ihpbook.officer@hku.hk with **at least 7 days** before the requested date of hiring unless there is prior approval from the CSE Director.
   b. The applicant who signs the application form must be over 18 years of age and shall be deemed to be the hirer.
   c. Hiring charges must be settled in **FULL before** the hiring date by E-cheque, crossed cheque, direct debit or deposit directly to our bank account. Official receipt will be issued via mail.
   d. Hiring charges must be settled in **FULL on** the hiring date by crossed cheque. Official receipt will be issued by the receptionist. If pay by Octopus or credit card, the official receipt without booking details will be issued.
   i. For E-cheque and crossed cheque payment, please make payable to “The University of Hong Kong”, write down the booking reference number and the name of the hirer on the back of the cheque and send it to email: [ihpbook.officer@hku.hk](mailto:ihpbook.officer@hku.hk) & Centre for Sports and Exercise, 111-113 Pokfulam Road, Pokfulam, Hong Kong respectively.
   ii. For credit card payment, hirers can opt to settle the fee(s) through the payment terminal at the sports centre’s reception counter or through direct debit. For the latter option, hirers please also complete the [Credit Card Direct Debit Authorization Form](#) (last page of this form).
   iii. By Direct Deposit to The University of Hong Kong, please deposit the amount to the bank account no. 004-002-222834-001 of The Hong Kong and Shanghai Banking Corporation Ltd. Please indicate the booking reference number and the name of the hirer on the Bank-in slip. Original copy of the Bank-in slip must be sent to CSE on or before the hiring date.
IMPORTANT: The CSE does not accept payments via e-banking, phone-banking or any other payment methods (e.g. deposit a cheque in a bank’s drop-in box) by which there is no bank-in slip issued.

e. 10% surcharge will be levied to payment not being settled on the deadline.
f. The person-in-charge as stated on the application form should present his/her identity card when they check-in at the reception counter of the Sports Centres. In case, the person-in-charge cannot show up on the booking day(s), the applicant of the booking has to inform CSE in due course.
g. Hirers please note that the time required for venue set-up and pack-up performed by the CSE staff will be subsumed in the booking timeslot.
h. Hirers when submit a request to CSE asking for a provisional day, the hirers are subject to a deposit fee of 10% of the provision hiring fee. The Facility Management Team shall confirm the provisional booking via email to the hirer. The deposit fee has to pay within 10 days upon receive of the provisional booking confirmation email. If there is any change to the provisional date/venue/time before the settlement of the deposit fee, an extra handling fee is applicable. The deposit fee can be settled either by company cheque or credit card. This deposit fee will be deducted from the fee stated in the booking confirmation letter. If the event is finally cancelled by the hirer, the deposit is deemed to be non-refundable.
i. Hirers are subject to a surcharge of 10% on top of the equipment unit rate if the request is made with less than 7 days of the first/only booking date printed on the confirmation letter.
j. Handling fee will be levied for each request for any changes of booking arrangement after the confirmation letter is issued: 1st Request: $200; 2nd Request: $300; 3rd Request: $500; 4th & Further Request: $1000.
k. Debit Notes on outstanding costs will be sent via mail to hirers after the booking date for any additional hiring sessions or other relevant charges.
l. In the event of any loss of or damage to the equipment, the hirers shall be liable for the replacement or repairing costs.
m. The CSE reserves the right to turn down any booking application for the use of sports facilities or to cancel an approved application.

2. Cancellation
a. To avoid damage to the grass pitches, the fields will be closed when pitches are flooded or the pitch surface is waterlogged.
b. The Facility Manager or his/her representative has the right to close any sports facility without prior notice in the event of adverse weather, or when a black rainstorm warning or typhoon No. 8 signal or higher is issued.
c. Hirers can contact the reception counter concerned [Stanley Ho Sports Centre (Tel: 28195450); Flora Ho/Lindsay Ride Sports Centre (Tel: 28174046)] to check the booking situation when there are adverse weather conditions.
d. In the event of adverse weather, school hirers are permitted to cancel their bookings if there is such a need in accordance with the guidelines on schools’ outdoor activities stipulated by the Education Bureau (Q11 on p.93 of http://www.edb.gov.hk/attachment/en/sch-admin/admin/about-activities/sch-activities-guidelines/Outdoor_2014_Eng_v2.pdf), and schools should send their cancellation request to the Facility Manager as early as possible. In case there is class suspension due to adverse weather as decided by the Education Bureau, the related booking will be cancelled automatically. Rescheduling of the cancelled bookings will be arranged within 3 months as appropriate and as mutually agreed by the hirer and the CSE. If rescheduling is not possible, refund will be arranged.
e. The CSE reserves the right to cancel a booking at any time without prior notice in the event of adverse weather or other emergencies. Should a booking be cancelled due to aforesaid conditions, a make-up booking will be arranged for the hirers within 3 months as appropriate and as mutually agreed by the hirer and the CSE. If rescheduling is not possible, refund will be arranged.
f. In the event of cancellation by hirers after receiving the booking confirmation letter from the CSE, any
fees paid is non-refundable. Nevertheless, the hirer is allowed to reschedule its event within 3 months to another date(s) with handling fee applicable. If a rescheduled booking costs more than the previously cancelled one, the hirer has to settle the balance, if any. However, in case the rescheduled booking costs less, any excess fee paid will not be refunded.

g. In case hirers fail to notify the CSE of booking cancellations 7 days in advance and have not settled any hiring fee after the issuance of the confirmation letter by the CSE, they are required to pay a cancellation fee equivalent to the total cost of the original booking charge. Hirers who fail to pay the cancellation charge will not be permitted to make any future bookings at the CSE until such charge is paid in full.

3. Insurance and Legal Liability

a. Users have to take good care of their own personal safety when participating in any activities at the Sports Centres. The CSE and/or the University will not be responsible for any liability in the event of personal injury or death which is caused by the users’ own negligence or dangerous act.

b. The University of Hong Kong shall be indemnified against

i. any liability which, notwithstanding the provisions of this clause, the University may incur in respect to any death or personal injury (otherwise caused by the negligence of the University or its employees) or any damage to, loss or theft of any properties belonging to the hirers or any other persons;

ii. all claims and liability caused or incurred by the University of Hong Kong arising out of any non-observance or non-performance of the terms of these conditions of hire by the hirers or their agents;

iii. all claims, actions, proceedings, liabilities, losses, damages, demands, charges, costs and expenses of whatsoever nature arising out of or resulting from the use of the said facilities.

c. The hirer shall maintain an adequate policy of insurance to cover any liability which they may incur to the University of Hong Kong under the terms of this clause and shall produce written evidence of that policy of insurance to the University if requested to do so.

d. Qualified first-aiders shall be on duty at the Sports Centre, an Automated External Defibrillator (AED) and first-aid kits are also available. Hirer can call the following numbers for assistance: Stanley Ho Sports Centre - Tel: 28195450; Flora Ho/Lindsay Ride Sports Centre - Tel: 28174046.

e. Hirers should take good care of their personal belongings and properties. The CSE and The University of Hong Kong shall not be responsible for any loss of or damage to their personal belongings and properties. VALUABLES SHOULD NEVER BE LEFT UNATTENDED ANYWHERE AT THE SPORTS CENTRES.

4. Users, Identification and the Right of Entry

a. Hirers should ensure that all participants are their bona-fide guests. The hirers shall be held responsible for their participants’ behavior and conduct.

b. The hirers should ensure that their participants do not use any facilities at any times other than those specified in their booking application.

5. Car Parking Policy

a. There are car parking facilities at the Stanley Ho Sports Centre (81), Flora Ho Sports Centre (22) and the Lindsay Ride Sports Centre (8).

b. Due to limited number of car parking spaces available at the above-mentioned Sports Centres, please provide the required number of car-parking spaces, if any, on this from for the CSE’s approval. If approved, hirers are required to provide the CSE Facility Manager with the car registration numbers concerned at least 3 working days before the booking date.

c. Car parking spaces will only be provided to the pre-registered cars and the provision will be on a first-come-first-served basis, and is subject to car parking fees.
6. Changing Rooms and Lockers
   a. Locker facilities are available in the changing room area for the hirers’ and their guests’ use. Users need to insert into a locker a $5 dollar, which will be returned to users after use. Any person who lose or damage a locker key will be subject to a compensation charge of $200.
   b. Any belongings kept overnight in the lockers without the CSE’s prior authorization will be removed, and they will be discarded if they are not claimed by owner in 3 months after the removal.
   c. If hirers wish to report any hygiene problems of changing rooms, please contact the receptionists or attendant staff of the CSE.
   d. Opening hours for changing rooms and toilets (Stanley Ho Sports Centre):
      Artificial Pitch 2: 0700-2245
      Grass Pitch 3 G/F: 0700-2300
      Grass Pitch 3 1/F: 0700-2245
      Active Health Clinic building: 0700-2130

7. Public Address System
   a. The P.A. System is available only with prior approval for the Facility Manager.
   b. Hirers must not use their own P.A. System.
   c. If used, the P.A. System shall ONLY be used for formal announcements which form part of a ceremony or event. No music shall be played through the P.A. System. Formal announcements normally refer to opening/closing speech or those in relation to logistical arrangement or rundown of an event. Commentary, cheering for an event and the like are not regarded as formal announcements and they should not be made through the P.A. System. CSE staffs reserve the right to stop the P.A. System service should hirers not comply with this. In the event of a dispute over the interpretation of formal announcements, the final decision lies with the CSE.
   d. The volume of the P.A. system will only be controlled by the CSE staff. Outfield speakers will be switched off unless they are needed for formal announcements related to athletics field events or relays. Only under exceptional circumstances, (e.g., grandstand full of spectators and windy conditions) and with the approval of the Facility Manager or his/her representative can the volume of the outfield speakers be turned up.
   e. Hirers are responsible for controlling the noise level below 70 decibels during their whole event or else the CSE staff will stop the event immediately. Hirers are strongly advised to draw the attention of all of their audiences, participants, Master of Ceremonies and any other parties concerned to this.
   f. All users are not allowed to generate loud/disturbing noises (e.g., banging, hammering, drilling, etc.) during venue setup/removal before 08:30 and after 19:00 (weekdays and Saturday); and at no time on Sunday or public holidays. Only minor set-up/removal construction-type activities that generate minimal noise can be undertaken during these prohibited times, and with the permission of the Facility Manager.
   g. For outdoor facilities, neither the PA system nor megaphones can be used before 08:30 or after 21:00 on weekdays or Saturdays. On Sundays and Public Holidays, they may not be used before 10:00 or after 20:00 without special permission of the Facility Manager.

For details about Noise Control Policy of the CSE all locations, please refer to:

8. Use of Unmanned Aircraft System (Drone)
   Drone, with or without camera, is not allowed to be used at any of the sports facilities unless with prior approval from the Security and Parking Unit of Estates Office. You can send the application form to
For details about the use of Drone, please refer to:

- If your drone is weighing over 7kg (without fuel):
  https://www.cse.hku.hk/facilities.asp?pageid=146
- If your drone is weighing under 7kg (without fuel):
  https://www.cse.hku.hk/facilities.asp?pageid=145

9. **General Conduct**
   a. Hirers are responsible to read all the rules and regulations governing the use of Sports Facilities and brief their participants before the hiring day. Hirers have to take note of the responsibility of crowd control during the timeslots they have booked.
   b. No photo-taking, video or audio recording is allowed without prior approval from Facility Manager.
   c. Marching bands, brass band, live music, musical instrument, cheering stick, bells, sirens, clappers and other instruments which produce high levels of noise etc. are prohibited in the Sports Centres without prior permission of the Facility Manager.
   d. Willful destruction of University’s, public and/or private property will not be tolerated. Any persons who commit vandalism shall be held responsible for all legal liabilities and damages.
   e. Any behaviors that affect the safety of Sports Centre users will not be tolerated. CSE staff are authorized to ask any hirers/users to leave the Sports Centres if they are found causing danger to others.
   f. Hirers are responsible to make sure that their participants using the sports facilities are properly dressed and wear suitable footwear. The Facility Manager or his/her representative reserves the right of final decision on such matters.
   g. Only non-marking sports shoes are allowed in the Sports Centres. Jumping / running shoes with spikes longer than 7mm are not allowed on the athletics tracks.
   h. No casual bicycle riding is allowed for users inside the Sports Centre except for CSE ground staffs and individuals who use as a means of transport. Bicycles should be parked at the rack provided in the Sports Centre.
   i. No kite flying inside Sports Centre.
   j. No roller-skating, skateboarding or scooting is allowed inside the Sports Centre.
   k. Except guide dogs for the blind, no dogs or other pets are allowed in the Sports Centres without the prior permission of the Facility Manager.
   l. Hirers are responsible for clearing all litter from the facilities / areas they have ever used before leaving.
   m. No smoking is permitted within the Sports Centres.

   **For details about governing the use of sports facilities, please refer to:**
   https://www.cse.hku.hk/facilities.asp

10. **Food and Drinks**
   a. Water or sports drinks are allowed within the Sports Centres but users have to use plastic bottles which can be properly capped. Glass bottles or containers are strictly prohibited in the Sports Centres.
   b. Food is not allowed to be consumed in the playing field. Any type of cooking inside the Sports Facilities is strictly prohibited.
   c. Distribution or selling of refreshments or any commodities without prior approval of the CSE Director is prohibited.
   d. A kiosk / food or drink-vending machines are available in the Sports Centres.

11. **Miscellaneous**
   a. Unless it is with the prior permission of the Facility Manager, no decorations, advertisements, posters, flags emblems or other interior decorations can be displayed within or at Sports Centres. Any such decorations duly authorized shall be made of inflammable material and hirers shall be subject to additional charge for putting up the decoration.
   b. Unless it is with the prior approval of the CSE Director, collection of admission fees or solicitation of
donation from participants of the function is strictly prohibited within the Sports Centres.

c. The hirer shall not assign or sub-let the benefit of the hiring; otherwise the booking will be cancelled and all the fees paid will be forfeited.

Hirers are subject to penalty charges if they are found to violate any of the above regulations.

CSE reserves the right to update or modify the above terms and conditions at any time without prior notice.

If you are interested in using our facilities, please visit our webpage on Booking Forms and Charges.

Further information or clarification of the above, please contact CSE Booking Officer, Email: ihpbook.officer@hku.hk or Tel: 28174944.